To rehire an hourly internal employee on a previous record #, please follow these steps.

Log into the Human Resources e-Campus data base.

Click on the **Workforce Administration** link.

Under the **Job Information folder**, click on the **Job Data** link.
On the Job Data panel, enter in the employee’s ID # and the record # that you wish to use to rehire the internal employee. Then click Search.

The job record will open with the latest effective dated row – which should be the termination row. To view all rows in this record, click on the Include History button on the bottom right hand of the screen.
To add on to this record:

- Click on the **plus (+) button** in the upper right hand corner to add a row.
- Change the **effective date** to the rehire date.
  - *This should always be the first Sunday of a pay period.*
  - If the rehire date is the same as the termination date, enter 1 in the **Effective Sequence** box.
- Change the **Action to Rehire**.

Please note the effective sequence is only needed when the previous row is the same date as the current row.

Click on the Job Information tab indicated by the ⭐️.
On the Job Information tab:

- Check the Job Code.
- Check the Standard hour. Change if necessary.

Click on the Payroll tab indicated by the icon.

In the Payroll tab, double check the Pay Group is INT.

Click on the Salary Plan tab indicated by the icon.
Rehiring an Hourly Internal Employee

Check and/or change the step that the internal hourly employee is to be paid.

Click on the Compensation tab indicated by the star.

On the Compensation tab:

- Click the Default Pay Components – only if you have changed the step on the previous tab.
- Ensure the dollar amount is correct.

Click Save.

Click back to the Work Location tab indicated by the star.

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Click on the plus (+) button in the upper right hand corner to add in a new row.

- Change the **effective date** to the date the job should end
  - This date should be the first Sunday of a pay period.
  - A Warning- Date out of Range might appear, click OK.
- Change the **Action** to **Termination**
- Click **Save**

To add in the **Time Reporter Data**, click on the **Employment Data** link on the bottom of the panel.
Click on the **Time Reporter Data** in the middle right side of the page.
Rehiring an Hourly Internal Employee

If this job is a continuous job, no break in service, follow these instructions:

- Leave old Inactive row and add a new row.
- Change the new row effective date to the new inactive date.
- Change the status to Inactive.
- Click OK.
- Click Save.
- Email Paula Murray with the record # and ID # and request the old inactive date be removed.

If there is a break in service dates, follow these instructions:

- Add a row
  - Change the Effective date to the rehire date.
  - Change the status to active.
- Add another row
  - Change the effective date to the term date.
  - Change the status to Inactive.
- Click Ok.
- Click Save.

End of Procedure.